

**VIRGINIA NATIONAL GUARD**  
**TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 05-133**

**POSITION TITLE/NUMBER:** HR Assistant (Military) (Indefinite), 05-133, (PD No: 70541000)

**GRADE/PAY:** GS-0203-07      \$34,149.00 - \$44,395.00 per annum

**DUTY LOCATION:** VAPA, Fort Pickett, VA

**OPENING DATE:** 25 August 2005      **CLOSING DATE:** 23 September 2005 (1700 hrs)

**EMPLOYMENT STATUS:** Excepted Service Male/Female Enlisted Personnel (NTE E-8)

**WHO CAN APPLY:**

**GROUP I** - All qualified Enlisted Personnel (NTE E-8) currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

**GROUP II** - All qualified Virginia Army and Air National Guard Enlisted Personnel (NTE E-8), regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

**GROUP III** - Individuals eligible for military membership in the Virginia National Guard.

**MILITARY ASSIGNMENT:** Applicant selected for this military technician position may be assigned to any unit and MOS in the Virginia Army National Guard IAW NGB Policy TN-04-36, Extension and Expansion of Emergency Hiring Flexibilities.

**POINT OF CONTACT:** COL Kimberly Dillon, (434) 298-6116

**QUALIFICATION REQUIREMENTS:**

**GENERAL** - Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

**SPECIALIZED** - Work experience listed on the application must show at least twelve (12) months of specialized experience, such as: experience in extracting numerical or detailed military personnel information from various sources to analyze data for records, reports, or other assignments; experience in preparing written reports, composing letters, and providing a variety of information orally; experience in interpreting and applying military personnel rules/regulations to non-procedural cases; experience which has provided a knowledge of the structure of a military organization.

**KNOWLEDGE, SKILLS, AND ABILITIES (KSAs):** Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience that supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than ten (10) qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in the inability to refer basically qualified candidates for consideration or interview.

1. Ability to analyze, coordinate, and gather facts pertaining to specific military personnel transactions.
2. Skill in oral and written communication in expressing and securing information.
3. Ability to interpret and apply rules and regulations.
4. Knowledge of military organizational structure.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** A maximum of 12 months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of 30 semester hours for 12 months of experience. The education must have been in fields directly related to the type of work of the position (i.e., English composition, speech, journalism, or other courses pertinent to skill in written or oral communication). Applicants must submit transcripts, diplomas or other forms of completion certificates to provide verification of related courses.

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**DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70541000:** Serves as final reviewer of actions, which may include but are not limited to: accessions, promotions, transfers, boards, promotion eligibility; retirement eligibility; and actions that affect eligibility of educational or incentive benefits as well as sensitive, complex cases, which involve: allegations of inequitable, prejudiced, or similar treatment (e.g. issues of fraudulent enlistment or assignment; removal of military member from active or inactive status). Performs final review on file prior to review and action by a board, action officer, or others and insures that all levels of legal, medical, and administrative review have been completed. Researches and obtains all necessary information regarding cases and issues and provides explanations and interpretations of rules, regulations, procedures, and requirements pertaining to actions taken or recommended. Serves as the primary point of contact, coordinator, and advisor for questions regarding Military Funeral Honors and/or Casualty Assistance.

**REMARKS:** This position is being advertised as an indefinite appointment and the individual selected may be released at any time.

In the event a permanent employee is accepted for this indefinite position, there will be a change in their tenure from permanent to indefinite.

Indefinite appointments may be made permanent at a later date without competition. Individual will be advised of his/her rights and benefits to which entitled.

**APPLICATION PROCEDURES:** INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO [vanguardtechjobs@va.ngb.army.mil](mailto:vanguardtechjobs@va.ngb.army.mil) or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>.

TPVA 05-133

DAVID A. ARCHER  
COL, AD, VaARNG  
Human Resource Officer